

# ENVIRONMENTAL HEALTH AND SAFETY SUPERVISOR

# Purpose:

To actively support and uphold the City's stated mission and values. To perform skilled technical duties in the collection and disposal of hazardous waste products; to assist in planning, developing and implementing a city-wide program to review, identify and eliminate environmental liability in City facilities, programs, policies and operating procedures and to ensure the City's compliance with federal, state and local environmental laws and permitting requirements.

# **Supervision Received and Exercised:**

Receives direction from the Deputy Public Works Director - Water Utilities or from other supervisory or management staff.

Exercises functional and technical supervision over lower level technical staff.

#### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Coordinate with the City of Tempe Police Department in safety assessments of clandestine drug laboratories; identify unknown substances and dispose of them in accordance with DOT, OSHA, and EPA requirements; coordinate with the City of Tempe Fire Department on hazardous waste calls.
- Oversee daily operations of the City's Household Products Collection Center; identify unknown chemicals; bulk hazardous materials for transport in compliance with DOT regulations; respond to citizen calls and complaints on environmental issues including improperly disposed household hazardous materials and/or illegal dumping occurring in the City of Tempe right-of- way; manage staff and resources of cost center including personnel, materials, and budget.
- Develop and implement City-wide policy and procedure manuals for management of hazardous and non-hazardous waste, and environmental health and safety issues; counsel and provide detailed information to City management and the general public on the proper storage and disposal of household hazardous waste; provide detailed information and technical assistance to industries regulated by the Clean Water Act.

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Environmental Health and Safety Supervisor (continued)

- Conduct, manage, and direct environmental, health and safety training for City employees related to various OSHA, EPA regulations, and other environmental issues; administer all training requirements and certifications for WUD employees through ADEQ, EPA, and DOT; administer and manage all city-wide Industrial Hygiene programs mandated by OSHA including hearing conservation, confined space, respiratory, indoor air quality complaints, etc.
- Prepare and provide technical assistance to City departments on the preparation of non-hazardous and hazardous waste applications to Environmental Protection Agency (EPA) and Arizona Department of Environmental Quality (ADEQ); serve as liaison to environmental regulatory agencies.
- Develop and maintain environmental databases which serve as a reference library for the City for regulatory compliance; research and compile information using the TOMES and Virtual Media and other environmental databases; study new EPA& OSHA regulations and relevant material and attend meetings and workshops to ensure the City remains current on all environmental issues.
- Prepare Annual Reports on waste generation at City facilities to be submitted to ADEQ and/or EPA; assist in developing a hazardous waste compliance program for City operations impacted by federal, state and local regulations.
- Represent the Environmental Operations Division on committees such as the Tempe Environmental Quality Alliance, North American Hazardous Materials Managers Association, Solid Waste Association of North America, etc; attend public hearings and legislative hearings relating to household hazardous waste and other hazardous waste environmental issues that may impact the City.

### **Minimum Qualifications:**

#### **Experience:**

Five years of responsible experience in environmental program management, environmental compliance or environmental engineering.

#### **Education:**

Equivalent to a bachelor's degree from an accredited college or university in Environmental Engineering, Environmental Science, Chemistry, or degree related to the core functions of this position.

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#### **Licenses/Certifications:**

Requires the possession of a valid driver's license at the time of application.

Possession of, or required to obtain within 90 days of hire, 40 Hour Hazwopper. Possession of OSHA training certificates is preferred.

## **Examples of Physical and/or Mental Activities:**

(Pending)

## **Competencies:**

(Pending)

Job Code: 403

Status: Exempt / Classified